

ASSISTANT PLANNER

DEFINITION

Under supervision, performs responsible professional planning tasks, provides technical assistance to the public and research assistance to senior members of the City's Planning staff.

EQUIPMENT, METHODS & GUIDELINES

Uses Federal State and local laws, policies, procedures and practices; statistical data; knowledge of urban planning and redevelopment principles and practices; knowledge of statutes related to general plans and zoning and land divisions, as well as applicable environmental laws and regulations. Uses City Vehicles, telephones, FAX machines, PC terminal and planning software programs, printer, copier and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including many that are conducted during the evening. May also include occasional irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays).

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Planner or other higher level professional staff.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Under supervision, provides information to the public, developers and other governmental agencies regarding the City's Planning program. Conducts office and field research, collecting and analyzing data on matters such as Transportation Systems Management, Solid Waste Management, Growth Management, zoning, text amendments, general plan amendments, annexations, specific plan studies and environmental analysis; maintains statistics, maps and graphs; prepares initial studies under the provisions of the California Environmental Quality Act; attends meetings and makes oral presentations to the Planning Commission and other public and private sector groups; maintains Planning computer programs.

QUALIFICATIONS

Knowledge of:

State and local laws pertaining to the principles and practices of urban planning, zoning traffic, land use, and environmental analysis; knowledge of personal computers and planning software programs.

Ability to:

Compose technical reports; to assist in the administration of the City's planning program, including the General Plan, Zoning Ordinance, and environmental review; and establish and maintain cooperative and effective relationships with those encountered in the course of work.

EDUCATION AND EXPERIENCE

Requires a Bachelor's degree in Planning or closely related field and a minimum of two years experience in Land Use Planning or closely related field. A Master's degree in Planning or a closely related field is highly desirable and may substitute for six months of the required experience.

Experience:

A minimum of two years experience in Land Use Planning or closely related field.

Education:

Requires a Bachelor's degree in Planning or closely related field. A Master's degree in Planning or a closely related field is highly desirable and may substitute for six months of the required experience.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate California driver's license.